

<b>CHAPTER:</b>	<b>3 - CHANGES IN EMPLOYMENT &amp; SEPARATION OF SERVICE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>6 - TERMINATION</b>	<b>REVISED:</b>

## **EXHIBIT J – GUIDE TO TERMINATION FOR CAUSE**

Consider the following list when determining whether to seriously discipline or terminate an employee:

1. Is there a written policy or rule that would apply to this particular situation?
2. Have the employees been made aware of the applicable policies or rules?
3. Do the facts indicate that the rule or policy was violated?
4. Have the appropriate series of prior warnings been issued in this case?
5. Are the employee's performance appraisals consistent with the action being taken?
6. How have violations of this particular rule or policy been handled in the past? Is the past practice documented? Would the actions you are considering be consistent with this past practice? Have other employees involved in similar instances been treated in the same way?
7. If more than one employee is involved in this incident, are all those involved being treated in the same manner? Have other employees involved in similar incidents been treated in the same way?
8. Have any statements been made by managers or supervisors that would harm your case?
9. Has there been too long a delay between the conduct of the employee and the action being taken?
10. Is the case properly documented?